**Tips for Taking Math Tests**

* **Read through the exam**  
  Reading through the whole exam you can
  1. know what is expected of you
  2. prioritize items on the test
  3. pace yourself.
* **Carefully read the instructions**Make sure you are answering the question that is being asked!  
  Often students know how to solve a problem, but they misread or misinterpret the question itself
* **Check that you have correctly rewritten the problem**If you use a scratch piece of paper make sure that you correctly rewrite the problem.  
  Don't skip steps. Start from the beginning;
* ***Clearly* write each step of the solution**Be neat and don't rush writing numbers down.  
  Keep checking your solution as you are working.  
  Neatness makes it easier to recheck your work;
* **Double check your math, especially your calculator entries**Double check your calculator work immediately.  
  The chances of hitting a wrong number are high, but the chances of hitting the same wrong number are not;
* **Don't Dilly Dally**If you get stuck on a problem move on and come back to it later.  
  When you are finished, recheck all your work.

Taken from http://www.studygs.net/tsttak6.htm